



Anti-Harassment Policy

Purpose of the Policy

The purpose of this policy is to ensure that all staff are treated and treat others with dignity and respect, free from harassment and bullying. All staff should ensure they understand what types of behaviour are unacceptable under this policy.

1. Definition of Harassment: Unwanted conduct related to a relevant protected characteristic, which has the purpose or effect of violating an individual's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for that individual (Equality Act:2010)
2. Definition of Bullying: Offensive, intimidating, malicious or insulting behaviour, an abuse or misuse of power through means that undermine, humiliate, denigrate or injure the recipient (Equality Act:2010)

Scope of the Policy

This policy covers harassment or bullying which occurs both in and out of the workplace, such as on business trips or at events or work-related social functions. It covers harassment or bullying which is face-to-face, by email, phone or letter. It covers bullying and harassment by staff and also by third parties such as customers, suppliers or visitors to our premises.

The Law

Whilst bullying is not against the law, harassment is.

Under the Equalities Act behaviour is unacceptable if it is related to one of these characteristics:

- Race
- Sex
- Pregnancy and maternity
- Marital or civil partnership status
- Gender reassignment
- Disability
- Religion or beliefs
- Age
- Sexual orientation

Staff must treat colleagues and others with dignity and respect, in accordance with our Equality and Diversity policy, and should always consider whether their words or conduct could be offensive. Even unintentional harassment or bullying is unacceptable.

We will take allegations of harassment or bullying seriously and address them promptly and confidentially where possible. Harassment or bullying by an employee will be treated as misconduct under our Disciplinary Procedure. In some cases it may amount to gross misconduct leading to summary dismissal.

Whistleblowing

If you have any concerns about Gaia Education, and its work, these should be raised in writing to Gaia Education Board at gaiaeducationboard@gaiaeducation.org

All employees are protected by the Public Disclosure Act.